

79TH ORDNANCE BATTALION (EOD)  
COMMAND INSPECTION CHECKLIST  
INFORMATION/DOCUMENT SECURITY  
07 AUG 00

UNIT INSPECTED: \_\_\_\_\_ SECTION  
INSPECTED: \_\_\_\_\_

DATE: \_\_\_\_\_ INSPECTOR: \_\_\_\_\_

\_\_\_\_\_

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PART I: GENERAL

1. Does the Unit have the following reference materials:

a. AR 380-5, dtd 25 Feb 88 \_\_\_\_\_

b. FRC Suppl 1 to AR 380-5, dtd \_\_\_\_\_

c. 79th Ord Bn Suppl to  
52d Ord Gp OI 75-1, dtd Feb 00 \_\_\_\_\_

d. AR 381-12, dtd 15 Jan 93 \_\_\_\_\_

2. Has a Security Manager, E-7 or  
above, been appointed in writing?

FRC Suppl 1, AR 380-5,  
para 13-304a(1) (a) \_\_\_\_\_

3. Has the Security Manager established  
a Unit Information Security Program  
to include the following:

\*\* a. Procedures to ensure all personnel with access to  
classified information are properly cleared with  
need-to-know?

AR 380-5, para 13-304c(1)(c) \_\_\_\_\_

b. Procedures to record the clearance status of each  
individual and have it accessible for verification?

AR 380-5, para 13-304c(1)(c) \_\_\_\_\_

\*\* c. Program to ensure all personnel with continued  
access to classified information receive, at a  
minimum, annual security training and that this  
training is documented?

AR 380-5, para 10-103 \_\_\_\_\_

d. Program for unannounced after duty hours security

inspections and periodic spot checks? (min of 1/18  
months)FRC Suppl 1, AR 380-5, para 13-304c(1)(h)

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|--|-----------|--------------|
| 4. Have all individuals requiring access to classified information signed a SF 312 ** (Classified Nondisclosure Statement) prior to being granted access?<br><u>AR 380-5, para 10-102</u>    | _____     | _____        |
| 5. Is DA Form 2962 or SF 312 on file for personnel with a security clearance who have separated from the Army or have had their clearance revoked/withdrawn?<br><u>AR 380-5, para 10-105</u> | _____     | _____        |
| 6. Are security personnel aware of their responsibilities upon an individual's refusal to sign DA Form 2962 or SF 312 (debrief)?<br><u>AR 380-5, para 10-105</u>                             | _____     | _____        |
| 7. Is the Security Manager aware of the conditions under which an individual who has access to classified material must receive a foreign travel briefing?<br><u>AR 380-5, para 10-104</u>   | _____     | _____        |
| 8. Have all individuals received SAEDA briefing at least once every two years?**<br><u>AR 381-12, para 6</u>   | _____     | _____        |
| 9. Is FORSCOM Form 102-R displayed, identifying the Security Manager and a means for contact?<br><u>FRC Supp 1, AR 380-5, para 13-304c(1)(m)</u>   | _____     | _____        |
| 10. Have appropriately cleared personnel been authorized in writing (DD Form 2501) to hand carry classified material? Have courier statements been signed?<br><u>AR 380-5, para 8-300f</u>   | _____     | _____        |
| 11. Do all EOD with clearance personnel have an approved CNWDI packet?**<br><u>79<sup>th</sup> Ord Bn Suppl 1 to 52 Ord Gp OI 75-1</u>   | _____     | _____        |

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PART II: SAFEKEEPING AND STORAGE

12. Has a Master Container been designated in units that maintain more than 1 security container?  
FRC Suppl 1, AR 380-5, para 5-104b(3) (d)      \_\_\_\_\_
13. Are GSA approved security containers being used for the storage of classified material?  
\*\* AR 380-5, para 5-102b      \_\_\_\_\_
14. Does each security container that is being used for storage have a SF 702 (Security Container Checksheet), and is it being properly maintained?  
AR 380-5, para 5-202a      \_\_\_\_\_
15. Are tops of security containers kept free of extraneous materials?  
FRC Suppl 1, AR 30-5, para 5-202a(6)      \_\_\_\_\_
16. Are magnetic OPEN/CLOSED signs being used on each container, and are they being used properly?  
AR 380-5, para 5-202b      \_\_\_\_\_
17. Are combinations to security containers changed at least annually or upon departure of anyone with knowledge of the combination?  
AR 380-5, para 5-104b (1)      \_\_\_\_\_
18. Is SF 700 (Security Container Information Envelope) properly prepared for each container storing classified material?  
AR 380-5, para 5-104b (3)      \_\_\_\_\_

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19. Do individuals listed as having knowledge of the combination have a valid security clearance and a need-to-know?  
AR 380-5, para 5-104b (4) \_\_\_\_\_
20. Is access to classified information maintained at the minimum number which is consistent with operational requirements and needs?  
AR 380-5, para 7-100 \_\_\_\_\_
21. Are any prohibited items stored in the security containers/ i.e. cash, precious metals, jewelry?  
AR 380-5, para 5-100 \_\_\_\_\_
22. Do security containers not used for storage of classified information and not set to 50-25-50 have a properly prepared SF Form 700?  
AR 380-5, para 5-104b3 \_\_\_\_\_
23. Have procedures for end-of-day security checks been established and is the SF 701 being properly utilized?  
AR 380-5, para 5-202 \_\_\_\_\_
24. Has an Emergency Plan for Protection/Removal/Destruction of classified information been prepared and posted near the security container?  
FRC Suppl 1, AR 380-5, para 5-203 \_\_\_\_\_
25. Are all personnel familiar with the emergency plan?  
FRC Suppl 1, AR 380-5, para 5-203a \_\_\_\_\_
26. Does the emergency plan assign priorities for protection/removal/destruction of all classified holdings?  
AR 380-5, para 5-203e \_\_\_\_\_
27. Does the unit have equipment designated for classified reproduction? (if no go to question 34)  
AR 380-5, para 7-305c \_\_\_\_\_



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28. Are rules for reproduction of classified documents posted on or near the designated equipment?  
\*\* AR 380-5, para 7-305c \_\_\_\_\_
29. Are officials designated to approve reproduction of Secret information identified on FORSCOM Form 138-R?  
FC Suppl 1, AR 380-5, para 7-305c \_\_\_\_\_
30. Are items used in the production of classified material (i.e. Typewriter ribbons, working papers, carbon sheet) properly protected and destroyed when no longer needed?  
AR 380-5, para 9-104 \_\_\_\_\_
31. Is FORSCOM Poster 93-R (Reproduction Warning Order) posted on equipment used only for the reproduction of unclassified materials?  
FRC Suppl 1, AR 380-5, para 7-305d \_\_\_\_\_
32. Are signed receipts (DA Form 3964) on file for SECRET documents mailed to other agencies?  
AR 380-5, para 8-202 \_\_\_\_\_
33. Are classified documents destroyed when no longer required?  
AR 380-5, para 9-100 \_\_\_\_\_
34. Are approved methods of destruction being used?  
AR 380-5, para 9-101 APP K \_\_\_\_\_
35. Are procedures in place to protect incoming/outgoing classified distribution?  
AR 380-5, para 7-303 \_\_\_\_\_

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